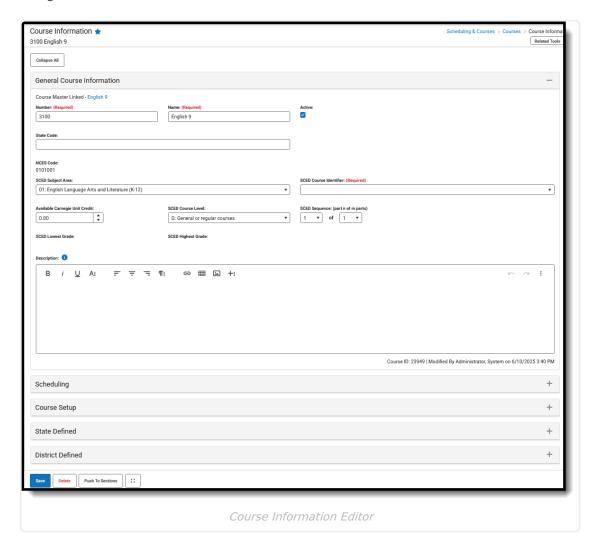


Edit Course Information

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This guide explains how to edit existing course information. Existing course information can be modified by changing current values for the selected course. Any new courses need to be added using the <u>Add Course</u> tool.



See the <u>Course Information Tool Rights</u> article for information about rights and subrights needed to use this tool.

Before you start

- Always follow your school's/district's policies for updating course information.
- For schools/districts using Course Master, changes to courses need to be made in Course Master Information.
- Changes to courses are best managed before the start of the school year.



Edit Course Information

- 1. Locate and modify the desired value for the appropriate field. The required fields must have a value to save the updates.
- 2. Click **Save** when finished.

What's next

Once course information is saved, <u>Section</u> data can be created. Or, when building sections from scratch using the <u>Scheduling Board</u>, sections are created based on the number of students registering for a course.